



Employment outcomes resulting from the completion of this course may include employment

- Employment Consultant
- Business Development Officer

- Respond to client needs
- Use communication to build relationships
- Work with diverse people
- Analyse and apply information that supports employment and career development
- Deliver and monitor contracted employment services
- Promote job seekers to employers
- Develop and monitor employment plans
- Work legally and ethically
- Develop and maintain networks and collaborative partnerships
- Facilitate the interests and rights of clients
- Assess co-existing needs
- Facilitate individual service planning and delivery
- Coordinate complex case requirements
- Deliver employment services to employers

PHONE SIAN ON 0437 414 812

sian.sauerwald@wiseemployment.com.au

FOR ENQUIRIES AND ENROLMENT

www.interskills.edu.au

Assisting the employed in their employment pathway can be a very rewarding career choice. There are three pathways offered by Interskills Training – an employment consultant who works in a DES (disability employment service), an employment consultant who works in a non-DES (eg jobactive), and a business development officer working for either.

The employment consultant, or EC, meets with and interviews unemployed persons, creates Employment Pathway Plans (EPPs), monitors their progress, recommends training and skills development and follows their client through to employment. The business development officer (or BDO) provides the other end of the service by liaising with employers, ascertaining their employment requirements, associating these needs with the cohort of clients, providing pre-employment pathways and providing recruitment services. This qualification is one of the flagship qualifications at Interskills Training as we have access to the resources of our parent company (WISE Employment) which is a successful *jobactive* and DES provider.

This qualification covers workers who provide a range of programs and services to individuals and groups of clients and employers to support them in locating, securing and maintaining suitable employment.

ENTRY REQUIREMENTS

There is no pre-requisite for entry to this course.

All students will complete a pre-training assessment to identify learner strengths and weaknesses.

The training content, delivery, methodologies and assessments will be tailored to suit individual learner needs which will increase learner engagement and ownership.

OTHER

Prospective students should also take into account that in addition to this qualification, to work in the sector they may require:

- Successful completion and passing of a National Police Certificate
- Mandatory Reporting (ie Working with Children Check, Responding to Abuse and Neglect) depending on the age of the client cohort

Alternative electives are available for Employment Consultants working in DES and for Business Development Officers.

DURATION

This course is only taught in external mode - either full-time or part-time. The full-time course is 12 months duration and the part-time is up to 24 months.

Additionally, students must complete 100hr vocational placement. Those employed in the capacity of providing employment services (or similar) may count their employment towards placement insofar as they are able to demonstrate sufficient evidence.



Interskills is a division of WISE Employment RTO 6653